

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - December 15, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>Executive</b>					
4131	Gaming	Gaming Compliance Auditor	CR	12/8/2014	\$ 52,136.00
4052	Hewel Ni'ok	Production Technician, KOHN (CL I)	NEW	12/15/2014	\$ 14.56
<b>General Support Services</b>					
4119	Accounting	Controller		11/17/2014	\$ 85,432.00
4121	Accounting	Budget Technician	CL	11/17/2014	\$ 13.86
4122	Accounting	Payroll Technician		11/17/2014	\$ 13.86
4092	Motor Pool	Fleet Mechanic		11/3/2014	\$ 17.31
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4118	Office of Attorney General	Legal Assistant	CR, CL	12/8/2014	\$ 42,791.00
<b>Department of Health and Human Services</b>					
4105	Adult Protective Services	Case Manager		11/3/2014	\$ 23.28
4053	Community Health	Licensed Practical Nurse		11/24/2014	\$ 23.86
4130	Behavioral Health - Site: Sells/San Simon	Counselor, Senior		12/8/2014	\$ 22.15
<b>Department of Education</b>					
4069	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4070	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4071	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4013	Recreation - Site: Hickiwan	Recreation Program Coordinator		10/20/2014	\$ 21.09
4139	Recreation - Site: Hickiwan	Office Specialist	CR, CL NEW	12/15/2014	\$ 12.87
4124	Recreation - Site: Sells	Recreation Specialist		12/1/2014	\$ 12.87
4101	Early Childhood/Child Care Services Site: Santa Rosa	Child Care Specialist		11/10/2014	\$ 9.57
4082	Early Childhood/Special Services Program	Health Education Specialist	CL	11/10/2014	\$ 19.58
<b>Planning and Economic Development</b>					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
<b>Department of Public Safety</b>					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL	12/1/2014	\$ 24.45
4007	TERO	TERO Director		11/24/2014	\$ 75,509.00

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**



## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

#### Sells District – Tohono O'odham Nation

**Position: Business Manager**

Please contact the Sells District office at 520-383-2281 to apply.

#### Chukut Kuk District - Tohono O'odham Nation

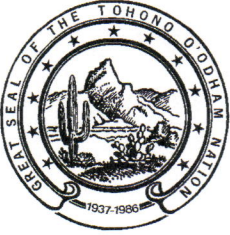
**Position: Financial Analyst**

Please contact the Chukut Kuk District office at 520-383-2080 to apply.

#### Intermountain Centers for Human Development

**Position: Behavioral Health Case Manager**

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4052

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

## JOB ANNOUNCEMENT

JOB TITLE: **PRODUCTION TECHNICIAN, KOHN (CL I)**  
SALARY: **\$14.56 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 15, 2014**

CLOSING DATE: **December 29, 2014**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Executive/**Hewel Ni'ok**

JOB LOCATION: **Hewel Ni'ok Studios**  
**Covered Wells, AZ**

**POSITION SUMMARY:** Under general supervision, acts as an audio production resource for the KOHN radio station. Responsible for keeping KOHN in compliance with Federal Communications Commission (FCC) programming regulations and the standards set by the KOHN General Manager.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and one year work experience in audio production or radio broadcasting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**





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**4139**

**JOB ANNOUNCEMENT**

**JOB TITLE: OFFICE SPECIALIST**

**SALARY: \$11.10 - \$12.87\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 15, 2014**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Recreation**

**JOB LOCATION: Hickiwan, AZ**

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

**SCOPE OF WORK:** To provide programs to toddler, youth, young adults, adults and elders. Programs focusing on healthy lifestyles, education, and physical activities. While also providing leisure programs such as, arts & crafts, personal interest, and social programs.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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